

# EUGENE URBAN RENEWAL AGENCY

## AGENDA ITEM SUMMARY



---

Public Hearing and Action: Resolution Adopting a Supplemental Budget; Making Appropriations for the Urban Renewal Agency of the City of Eugene for the Fiscal Year Beginning July 1, 2014 and Ending June 30, 2015

---

Meeting Date: December 8, 2014  
Department: Central Services  
[www.eugene-or.gov](http://www.eugene-or.gov)

Agenda Item Number: 5  
Staff Contact: Twylla Miller  
Contact Telephone Number: 541-682-8417

---

### ISSUE STATEMENT

Urban Renewal Agency Board approval of the first Supplemental Budget (SB1) for Fiscal Year 2015 (FY15) is requested. Oregon Local Budget Law (ORS 294.471) allows for supplemental budgets in the event of "an occurrence or condition that is not ascertained when preparing the original budget or a previous supplemental budget for the current year". ORS 294.471 also allows for a supplemental budget if there are "funds that are made available by another unit of federal, state or local government and the availability of which could not reasonably be foreseen when preparing the original budget". This Supplemental Budget does not authorize any increase in the property tax levy and has been published in compliance with the Oregon Local Budget Law.

### BACKGROUND

The Supplemental Budget that occurs in December of a fiscal year is usually the largest because of the audit adjustments to budgeted Beginning Working Capital and the reappropriation of funds from the prior fiscal year for program initiatives or projects that were started but not completed in that fiscal year. This Supplemental Budget consists of transactions to amend the Urban Renewal Agency budget to reconcile Beginning Working Capital and Capital Carryover, and to reappropriate those dollars or place them into reserve.

For this Supplemental Budget, the proposed changes fall into the following categories:

#### Transactions Related to Beginning Working Capital

Isler & Company, LLC, the Urban Renewal Agency's external auditor, has completed its Fiscal Year 2014 (FY14) audit of Beginning Working Capital, and this Supplemental Budget includes Marginal Beginning Working Capital (MBWC) adjustments for all URA funds. The MBWC is the difference between the estimated and audited actual FY14 revenues and expenditures. The total audited adjustment to the FY15 budgeted Beginning Working Capital for all URA funds is an increase of \$100,702.

A detailed description of these transactions is provided in Attachment A.

### Capital Carryover

The Capital Project Carryover Reconciliation is also included in this Supplemental Budget. An estimate of the unspent balance in each capital project was established in the FY15 Adopted Budget. These estimates have been reconciled with the actual FY14 expenditures, and the Capital Budget is adjusted to reflect the remaining unspent balances in each project. The Capital Carryover on this Supplemental Budget reduces the Capital Budget by \$28,460 and increases Balance Available by the same amount.

### Timing

In some cases, expenditure authority is needed immediately to carry out URA Board direction or to meet legal or program requirements. Approval of SB1 in December allows the organization to prepare more accurate mid-year projections by having the general ledger reflect the audited balances in each fund. This, in turn, enables staff to more accurately project the Beginning Working Capital for the next fiscal year's Proposed Budget.

### **RELATED CITY POLICIES**

These transactions conform to the City's Financial Management Goals and Policies.

### **BOARD OPTIONS**

Particular requests requiring more information or discussion may be removed from the supplemental budget and delayed for action in a future supplemental budget. In certain cases there may be a financial or legal impact to delaying budget approval. The URA Board may also adopt amended appropriation amounts or funding sources for specific requests in the supplemental budget.

### **AGENCY DIRECTOR'S RECOMMENDATION**

Approve the attached resolution adopting the Supplemental Budget.

### **SUGGESTED MOTION**

Move to approve a resolution adopting a Supplemental Budget; making appropriations for the Urban Renewal Agency of the City of Eugene for the Fiscal Year beginning July 1, 2014 and ending June 30, 2015.

### **ATTACHMENTS**

- A. Transaction Summary
- B. Resolution

### **FOR MORE INFORMATION**

Staff Contact: Twylla Miller  
Telephone: 541-682-8417  
Staff E-Mail: [twylla.j.miller@ci.eugene.or.us](mailto:twylla.j.miller@ci.eugene.or.us)

OR

Staff Contact: Jamie Garner  
Telephone: 541-682-5512  
Staff E-Mail: [jamie.p.garner@ci.eugene.or.us](mailto:jamie.p.garner@ci.eugene.or.us)

# Transaction Summary

## 817 Urban Renewal Agency Downtown General Fund

	FY15 Adopted	FY15 SB1 Action	FY15 Revised
<b>I. RESOURCES</b>			
<b>BEGINNING WORKING CAPITAL</b>	820,150	14,885 a	835,035
<b>CHANGE TO WORKING CAPITAL</b>			
REVENUE			
Rental	5,700	0	5,700
Miscellaneous	63,000	0	63,000
Interfund Transfers	105,000	0	105,000
Fiscal Transactions	450,000	0	450,000
Total Revenue	623,700	0	623,700
<b>TOTAL RESOURCES</b>	<b>1,443,850</b>	<b>14,885</b>	<b>1,458,735</b>
<b>II. REQUIREMENTS</b>			
Department Operating			
Planning and Development	105,000	0	105,000
Total Department Operating	105,000	0	105,000
Non-Departmental			
Special Payments	1,321,200	14,885 a	1,336,085
Balance Available	17,650	0	17,650
Total Non-Departmental	1,338,850	14,885	1,353,735
<b>TOTAL REQUIREMENTS</b>	<b>1,443,850</b>	<b>14,885</b>	<b>1,458,735</b>

## 817 Urban Renewal Agency Downtown General Fund

a) **Beginning Working Capital Reconciliation:** Increase the budgeted Beginning Working Capital by \$14,885 and increase Downtown Revitalization Loan Program (DRLP) appropriations by the same amount. This adjustment brings the FY15 Budgeted Beginning Working Capital in compliance with the audited FY14 actual revenues and expenditures as determined by Isler & Company, LLC, the City's external auditor.

## 812 Urban Renewal Agency Downtown Debt Service Fund

---

	FY15 Adopted	FY15 SB1 Action	FY15 Revised
<b>I. RESOURCES</b>			
<b>BEGINNING WORKING CAPITAL</b>	1,489,767	108,550	a 1,598,317
<b>CHANGE TO WORKING CAPITAL</b>			
REVENUE			
Taxes	1,900,000	0	1,900,000
Miscellaneous	9,000	0	9,000
Total Revenue	1,909,000	0	1,909,000
<b>TOTAL RESOURCES</b>	<b>3,398,767</b>	<b>108,550</b>	<b>3,507,317</b>
<b>II. REQUIREMENTS</b>			
Non-Departmental			
Debt Service	2,130,000	0	2,130,000
Interfund Transfers	105,000	0	105,000
Balance Available	1,163,767	108,550	a 1,272,317
Total Non-Departmental	3,398,767	108,550	3,507,317
<b>TOTAL REQUIREMENTS</b>	<b>3,398,767</b>	<b>108,550</b>	<b>3,507,317</b>

### 812 Urban Renewal Agency Downtown Debt Service

---

a) **Beginning Working Capital Reconciliation:** Increase the budgeted Beginning Working Capital by \$108,550, and increase Balance Available by the same amount. This adjustment brings the FY15 budgeted Beginning Working Capital in compliance with the audited FY14 actual revenues and expenditures as determined by Isler & Company, LLC, the City's external auditor.

## 813 Urban Renewal Agency Downtown Capital Projects Fund

	FY15 Adopted	FY15 SB1 Action	FY15 Revised
I. RESOURCES			
BEGINNING WORKING CAPITAL	558,731	(22,693) a	536,038
CHANGE TO WORKING CAPITAL			
REVENUE			
Miscellaneous	2,000	0	2,000
Total Revenue	2,000	0	2,000
TOTAL RESOURCES	560,731	(22,693)	538,038
II. REQUIREMENTS			
Capital Projects			
Capital Carryover	540,972	(22,460) b	518,512
Total Capital Projects	540,972	(22,460)	518,512
Non-Departmental			
Balance Available	19,759	(233) a,b	19,526
Total Non-Departmental	19,759	(233)	19,526
TOTAL REQUIREMENTS	560,731	(22,693)	538,038

## 813 Urban Renewal Agency Downtown Capital Projects Fund

a) **Beginning Working Capital Reconciliation:** Decrease the budgeted Beginning Working Capital by \$22,693 and decrease Balance Available by the same amount. This adjustment brings the FY15 budgeted Beginning Working Capital in compliance with the audited FY14 actual revenues and expenditures as determined by Isler & Company, LLC, the City's external auditor.

b) **Capital Carryover Reconciliation:** Decrease the capital carryover by \$22,460, and increase Balance Available by the same amount. This action reconciles the FY15 Capital Carryover Estimate to the actual ending FY14 capital projects balance.

## 821 Urban Renewal Agency Riverfront General Fund

	FY15 Adopted	FY15 SB1 Action	FY15 Revised
I. RESOURCES			
BEGINNING WORKING CAPITAL	7,054,654	6,472 a	7,061,126
CHANGE TO WORKING CAPITAL			
REVENUE			
Taxes	1,280,000	0	1,280,000
Rental	63,000	0	63,000
Miscellaneous	21,164	0	21,164
Total Revenue	1,364,164	0	1,364,164
TOTAL RESOURCES	8,418,818	6,472	8,425,290
II. REQUIREMENTS			
Department Operating			
Planning and Development	237,164	0	237,164
Total Department Operating	237,164	0	237,164
Non-Departmental			
Balance Available	8,181,654	6,472 a	8,188,126
Total Non-Departmental	8,181,654	6,472	8,188,126
TOTAL REQUIREMENTS	8,418,818	6,472	8,425,290

## 821 Urban Renewal Agency Riverfront General Fund

a) **Beginning Working Capital Reconciliation:** Increase the budgeted Beginning Working Capital by \$6,472, and increase Balance Available by the same amount. This adjustment brings the FY15 budgeted Beginning Working Capital in compliance with the audited FY14 actual revenues and expenditures as determined by Isler & Company, LLC, the City's external auditor.

## 823 Urban Renewal Agency Riverfront Capital Projects Fund

	FY15 Adopted	FY15 SB1 Action	FY15 Revised
<b>I. RESOURCES</b>			
<b>BEGINNING WORKING CAPITAL</b>	890,900	(6,512) a	884,388
<b>CHANGE TO WORKING CAPITAL</b>			
REVENUE			
Miscellaneous	2,195	0	2,195
Total Revenue	2,195	0	2,195
<b>TOTAL RESOURCES</b>	<b>893,095</b>	<b>(6,512)</b>	<b>886,583</b>
<b>II. REQUIREMENTS</b>			
Capital Projects			
Capital Carryover	159,156	(6,000) b	153,156
Total Capital Projects	159,156	(6,000)	153,156
Non-Departmental			
Balance Available	733,939	(512) a,b	733,427
Total Non-Departmental	733,939	(512)	733,427
<b>TOTAL REQUIREMENTS</b>	<b>893,095</b>	<b>(6,512)</b>	<b>886,583</b>

## 823 Urban Renewal Agency Riverfront Capital Projects Fund

a) **Beginning Working Capital Reconciliation:** Decrease the budgeted Beginning Working Capital by \$6,512 and decrease Balance Available by the same amount. These adjustments bring the FY15 budgeted Beginning Working Capital in compliance with the audited FY14 actual revenues and expenditures as determined by Isler & Company, LLC, the City's external auditor.

b) **Capital Carryover Reconciliation:** Decrease the capital carryover by \$6,000, and decrease Balance Available by the same amount. This action reconciles the FY15 Capital Carryover Estimate to the actual ending FY14 capital projects balance.

**A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET;  
MAKING APPROPRIATIONS FOR THE URBAN RENEWAL AGENCY  
OF THE CITY OF EUGENE  
FOR THE FISCAL YEAR BEGINNING JULY 1, 2014,  
AND ENDING JUNE 30, 2015.**

The Urban Renewal Agency of the City of Eugene finds that adopting the Supplemental Budget is necessary under ORS 294.471.

**NOW THEREFORE,**

**BE IT RESOLVED BY THE URBAN RENEWAL AGENCY OF THE CITY OF EUGENE** as follows:

Section 1.

That the Supplemental Budget for the Urban Renewal Agency of the City of Eugene, Oregon, for the fiscal year beginning July 1, 2014, and ending June 30, 2015, as set forth in attached Exhibit "A" is hereby adopted.

Section 2.

The supplemental amounts for the fiscal year beginning July 1, 2014, and ending June 30, 2015, and for the purposes shown in attached Exhibit "A" are hereby appropriated.

Section 3.

That this Supplemental Budget is prepared in accordance with ORS 294.471(1), which authorizes the formulation of a supplemental budget resulting from "An occurrence or condition which had not been ascertained at the time of the preparation of a budget for the current year or current budget period which requires a change in financial planning." This Supplemental Budget was published in accordance with ORS 294.471(3).

Section 4.

This resolution complies with ORS 294.471(4), and does not authorize an increase in the levy of property taxes above the amount in the Adopted Budget publication.

The foregoing resolution adopted this 8th day of December, 2014.

---

City Recorder



**EXHIBIT "A"**

*In dollars*

**URBAN RENEWAL AGENCY DOWNTOWN GENERAL FUND**

**Non-Departmental**

Special Payments	14,885
<b>Total Non-Departmental</b>	<b>14,885</b>
<b>TOTAL URA DOWNTOWN GENERAL FUND</b>	<b>14,885</b>

**URBAN RENEWAL AGENCY DOWNTOWN DEBT SERVICE FUND**

**Non-Departmental**

* Balance Available	108,550
<b>Total Non-Departmental</b>	<b>108,550</b>
<b>TOTAL URA DOWNTOWN DEBT SERVICE FUND</b>	<b>108,550</b>

**URBAN RENEWAL AGENCY DOWNTOWN CAPITAL PROJECTS FUND**

**Capital Projects**

Capital Projects	(22,460)
<b>Total Capital Projects</b>	<b>(22,460)</b>

**Non-Departmental**

* Balance Available	(233)
<b>Total Non-Departmental</b>	<b>(233)</b>
<b>TOTAL URA DOWNTOWN CAPITAL PROJECTS FUND</b>	<b>(22,693)</b>

**URBAN RENEWAL AGENCY RIVERFRONT GENERAL FUND**

**Non-Departmental**

* Balance Available	6,472
<b>Total Non-Departmental</b>	<b>6,472</b>
<b>TOTAL URA RIVERFRONT GENERAL FUND</b>	<b>6,472</b>

**URBAN RENEWAL AGENCY RIVERFRONT CAPITAL PROJECTS FUND**

**Capital Projects**

Capital Projects	(6,000)
<b>Total Capital Projects</b>	<b>(6,000)</b>

**Non-Departmental**

* Balance Available	(512)
<b>Total Non-Departmental</b>	<b>(512)</b>

<b>TOTAL URA RIVERFRONT CAPITAL PROJECTS FUND</b>	<b>(6,512)</b>
---	----------------

<b>TOTAL REQUIREMENTS - ALL FUNDS</b>	<b>100,702</b>
---------------------------------------	----------------

\* Reserves and Balance Available amounts are not appropriated for spending and are shown for information purposes only.